

Assistant Chief, Finance Division  
Chief, Service Division  
Administrative Officer, [REDACTED]

February 19, 1947

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Draft Letter for [REDACTED] Signature on "Procurement and Payment for Services and Materials Furnished by War Department and Related Instructions."

The following amendments of this draft letter are suggested for consideration:

1. Page 1, paragraph 3: It is suggested that the words "the months of January to June, 1947" be changed to read "months of March through June, 1947", since actual charges for January and estimated charges for February and March have now been received from all overseas missions.

2. Page 2, paragraph 6A: It is suggested that the following sentence be added to this paragraph. "Such delegation is made to chiefs of missions within the limitations set forth below."

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3. Page 3, first paragraph (letter to [REDACTED] page 3, fourth paragraph): In the interest of clarity, it is suggested that the initial words "All procurement" be amended to read "All procurement through War Department channels", and that the last paragraph of this subhead (b. Procurement) reading "The term 'procurement' etc. be deleted,

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4. Page 3, first paragraph (letter to [REDACTED] page 3, fourth paragraph): Is it desirable to include here the revision of the cited letter of 15 January 1947, which is in preparation for the [REDACTED] mission?

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5. Page 3, fourth paragraph (letter to [REDACTED] page 3, last paragraph): It is suggested that the last sentence, "commitments in this category shall not exceed \$250.00 in any one month", be qualified to provide for the possibility of procuring, if need arises, major items of equipment not anticipated in the Table of Requirements.

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6. Page 3, fifth paragraph (letter to [REDACTED] page 4, first paragraph): It is suggested that "all other procurement (except services) not specifically covered hereunder" be amended to read "procurement not included in Table of Requirements, and not in excess of \$25.00", if this is a correct interpretation of the intent of this paragraph.

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7. Page 3, last paragraph (letter to [REDACTED] page 4, penultimate paragraph): It is suggested that the words "all non-expendable property acquired, irrespective of source", be amended to read "all non-expendable property acquired, irrespective of source, since inventory made as of 29 December, 1946".

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☐ Declassified

NO CHANGES IN CLASS

CLASSIFICATION ACTION

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

NO TO: Assistant Chief, Finance Division -2-  
Chief, Service Division

February 19, 1947

8. Letter to [REDACTED] page 2, last paragraph: It is suggested that consideration be given to desirability of permitting Zone of Interior field missions to prepare invitations to bid when procurement involves local services only, such as crating and hauling of household goods. It is also suggested that this letter clarify for Zone of Interior field missions the procedure to be followed in the case of local procurement under TPS contracts, such as those for teletype tape and machine repairs.

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FOR THE CHIEF, [REDACTED]

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[REDACTED]  
Administrative Officer,  
[REDACTED]

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